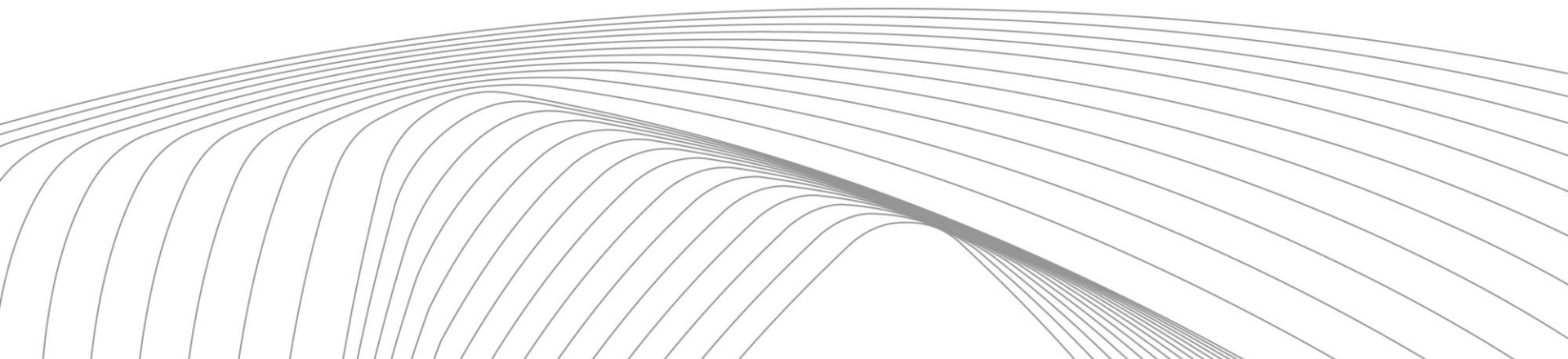


B2B User Manual



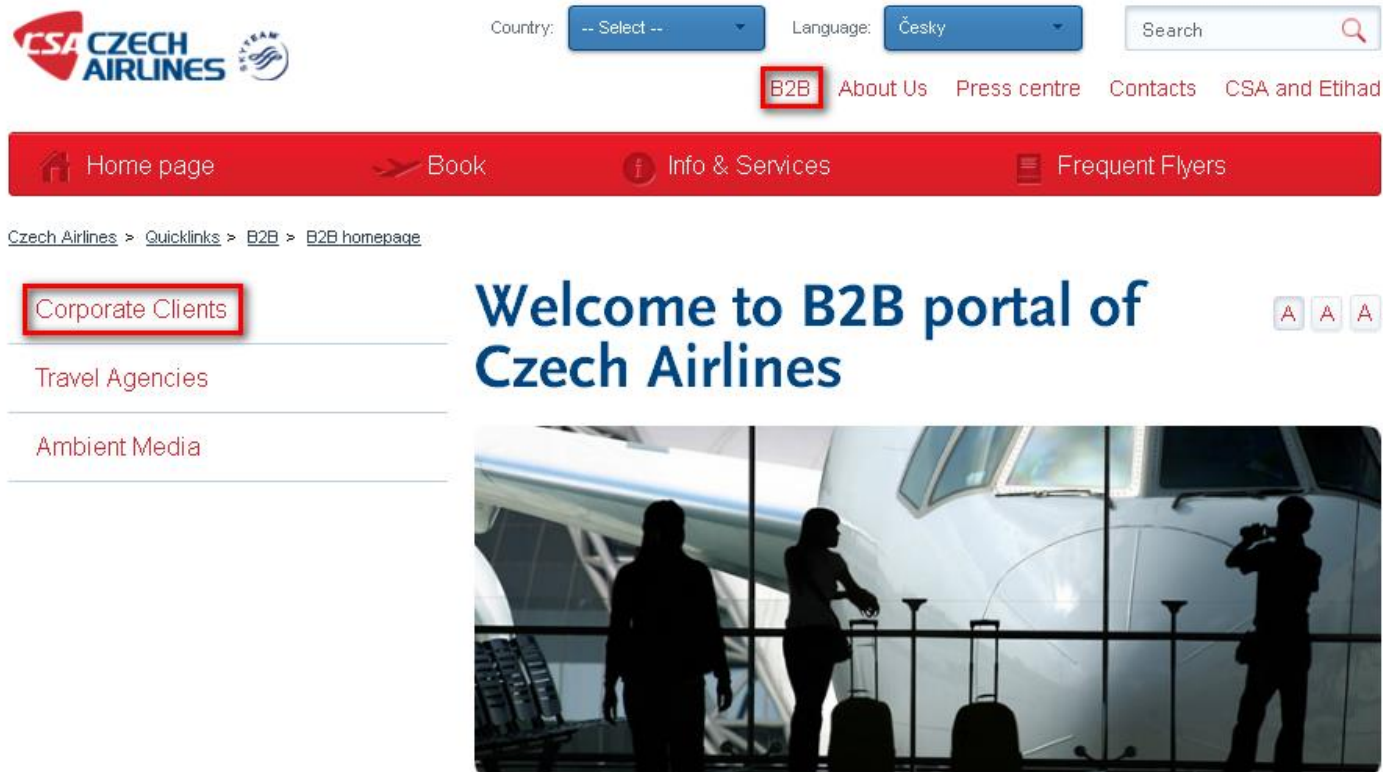
Czech Airlines B2B - overview

B2B tool offers:

- ✓ No registration fees
- ✓ Personalized service fee
- ✓ Ticket purchase 24 hours 7 days a week independent from location
- ✓ Several payment options depending on your country of sales
 - **Payment cards:** VISA, MC, Amex, DC, other market specific cards
 - **E-payment:** EPlatba and PAYSEC available on CZ market only
 - **Bank Transfer:** Available on the following markets: BE, CH, CZ, DE, DK, ES, FR, IT, NL, SE only at least 24 days before departure (on CZ market at least 7 days before departure); available for fare types
 - **Cash payment:** Available on following markets: CZ, GE, HU, IL, PL, RO, RU, UA at least 6 working days before departure (booking is on hold for 3 days)

Czech Airlines B2B – step by step

- ☑ On www.czechairlines.com click on B2B section and select Corporate Clients:



Czech Airlines B2B – Login

- ☑ Click on B2B login:



Country:

-- Select --

Language:

Česky

Search



[B2B](#) [About Us](#) [Press centre](#) [Contacts](#) [CSA and Etihad](#)



[Home page](#)



[Book](#)



[Info & Services](#)



[Frequent Flyers](#)

[Czech Airlines](#) > [Quicklinks](#) > [B2B](#) > [Corporate Clients](#) > [Main page](#)

Corporate Clients

[Main page](#)



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[Registration form](#)

[Need help?](#)

[Travel Agencies](#)

[Ambient Media](#)

B2B portal - Corporate Clients



Czech Airlines adapts to your needs and offer your company many advantages.

Czech Airlines B2B – Login

- ☒ Enter your login name and password:



Language: **English** ▼

Phone No.: +420 239 007 570

Login

Login

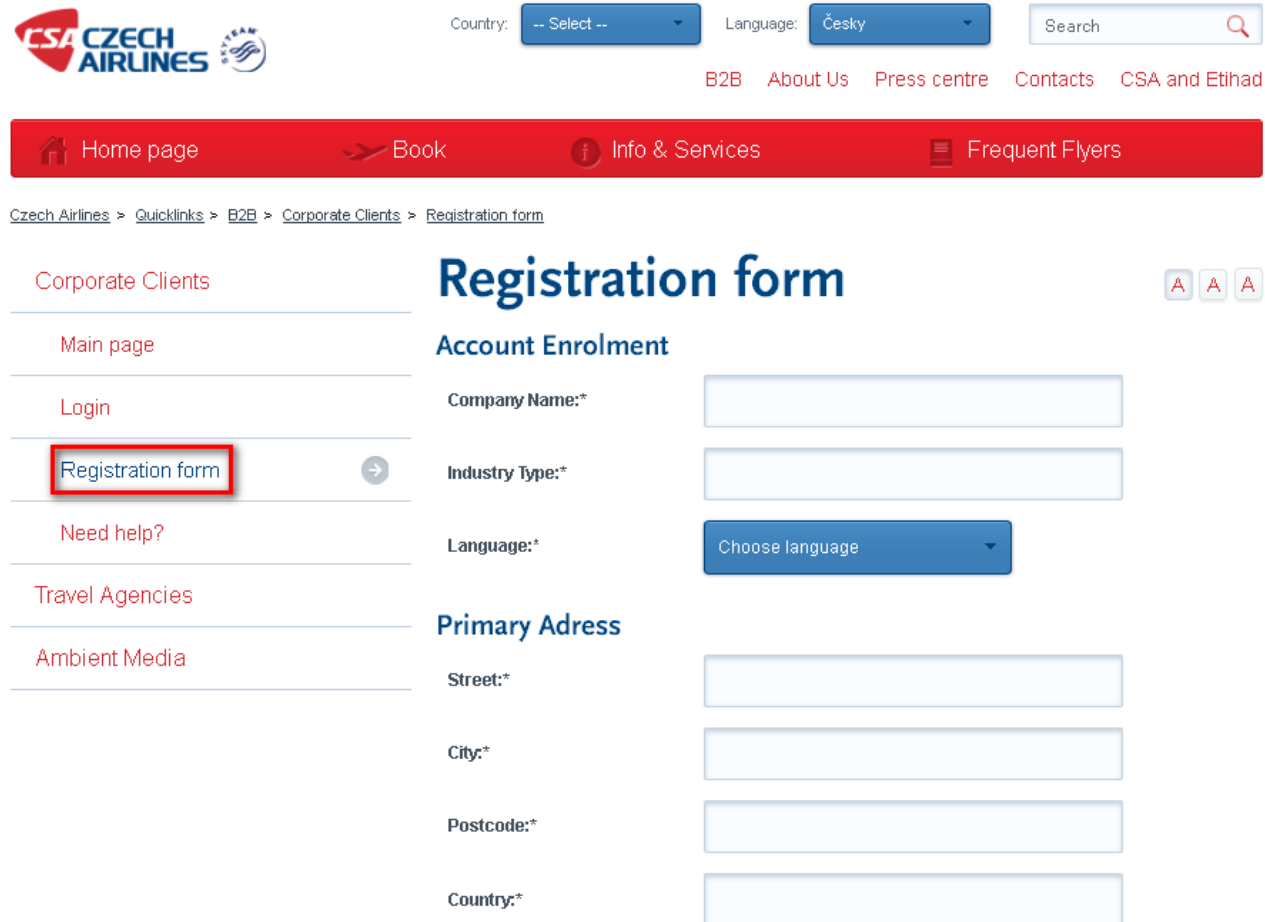
Password

Login



Czech Airlines B2B – Registration form

☑ For new registration fill in the registration form and submit:



The screenshot shows the Czech Airlines B2B website. At the top, there is a header with the CSA logo, a language dropdown set to 'Česky', and a search bar. Below the header is a red navigation bar with links: Home page, Book, Info & Services, and Frequent Flyers. A breadcrumb trail reads: Czech Airlines > Quicklinks > B2B > Corporate Clients > Registration form. On the left, a sidebar lists: Corporate Clients, Main page, Login, Registration form (highlighted with a red box and a right arrow), Need help?, Travel Agencies, and Ambient Media. The main content area is titled 'Registration form' and contains three sections: 'Account Enrolment' with fields for Company Name, Industry Type, and a Language dropdown; and 'Primary Address' with fields for Street, City, Postcode, and Country.

CSA CZECH AIRLINES SKYTEAM

Country: -- Select -- Language: Český Search

B2B About Us Press centre Contacts CSA and Etihad

Home page Book Info & Services Frequent Flyers

Czech Airlines > Quicklinks > B2B > Corporate Clients > Registration form

Corporate Clients

Main page

Login

Registration form →

Need help?

Travel Agencies

Ambient Media

Registration form

Account Enrolment

Company Name:*

Industry Type:*

Language:* Choose language

Primary Address

Street:*

City:*

Postcode:*



Country:*



Czech Airlines B2B – Booking process




☑ To purchase a ticket fill in type of trip, departure and arrival point, departure and return date, travel class, type and number of passengers and click on „Continue“ button:




Type of Trip: ☒ Roundtrip ☐ One Way ☐ Multicity

Prague (PRG)  Brussels (BRU) 

27.6.2013  30.6.2013 

1 adult  0 children (2 - 11 yrs)  0 infants (0 - 2 yrs) 

Czech Republic  [Start over](#) **Continue**

Czech Airlines B2B – Select flight

☒ Select preferred flights and click on „Continue“ button:


☒ Flight search

2 Select flights


☐ 3 Flight options


☐ 4 Personal data and payment

Prague, Czech Republic (PRG) - Brussels, Belgium (BRU)[Charges](#) | [Currency convertor](#) | [Help](#)

**Departure**
Prague - Brussels


☒


Prague (PRG)
07:00
Th, June 27 2013
1hr 25min 1 stops  [Show details](#)



Brussels (BRU)
08:25
Th, June 27 2013


☐


Prague (PRG)
12:50
Th, June 27 2013
1hr 25min 1 stops  [Show details](#)




Brussels (BRU)
14:15
Th, June 27 2013

☐


Prague (PRG)
18:05
Th, June 27 2013
1hr 30min 1 stops  [Show details](#)




Brussels (BRU)
19:35
Th, June 27 2013

**Return**
Brussels - Prague


☒


Brussels (BRU)
14:55
Su, June 30 2013
1hr 25min 1 stops  [Show details](#)



Prague (PRG)
16:20
Su, June 30 2013

☐

Brussels (BRU)
20:15
Su, June 30 2013
1hr 30min 1 stops  [Show details](#)




Prague (PRG)
21:45
Su, June 30 2013

[Start over](#) [Previous page](#) [Continue](#)

Czech Airlines B2B – Select fare type

☒ Select preferred fare type, confirm acceptance of Terms and Conditions and click on „Continue“ button.

 **Reservation details**

Prague , Czech Republic (PRG)
Brussels , Belgium (BRU)

Type of trip: RoundTrip

Passengers: 1x Adult

Fare selection

Fare type	RBD	Refunds	Reservation Changes	OK Plus Miles	Total amount
<input checked="" type="radio"/> Value Special	U, N	✗	✗	375 miles	5 739 CZK
<input type="radio"/> Economy Premium	M, M	✓	✓	2250 miles	21 714 CZK
<input type="radio"/> Business	D, C	✓ with additional charge	✓ with additional charge	3000 miles	35 584 CZK
<input type="radio"/> Business Premium	C, C	✓	✓	3000 miles	31 714 CZK

Prices for all passengers incl. taxes and fees

Passenger	RBD	Base amount	Fuel surcharge	Tax	Fee	Total amount
Adult	U, N	2 165 CZK	2 262 CZK	1 312 CZK	0 CZK	5 739 CZK

Total price: **5 739** CZK

Important

- I accept the itinerary, fare, fare rules and legal notices, and processing of my personal data for this booking.
- In case of any questions, please call: +420 239 007 570
- [Notice for passengers travelling to the USA, Canada or Spain.](#)
- Any change in the date of flight, land of ticket issue, duration of stay, date of sale, age of the passenger, or routing, can lead to a change in the calculated price of the ticket.

☒ I accept the itinerary, fare, fare rules and [Legal Notices](#), and processing of my personal data for this booking.
In case of any obscurities dial: +420 239 007 570

[Start over](#)

[Previous page](#)

[Continue](#)

Czech Airlines B2B – Passenger and payment

✓ Flight search

✓ Select flights

✓ Flight options

4 Personal data and payment

Prague, Czech Republic (PRG) - Brussels, Belgium (BRU)[Help](#)

Fill-in the passenger and contact info and preferred form of payment

Passenger 1 - Adult

* Title ☐ Mr. ☐ Mrs. ☐ Miss ☐ Junior

* First name

* Surname

Request for special meals

Frequent Flyer Programme

Frequent flyer number

Contact details

* Phone No. #1

* E-mail:

Phone No. #2

Fax

OK Plus Corporate

☒ No ☐ Yes

Reservation details

Prague, Czech Republic (PRG)
Brussels, Belgium (BRU)

Type of trip: RoundTrip
Passengers: 1x Adult

Departure

27.6.2013 07:00
27.6.2013 08:25

1hr 25min non stop 

Return

30.6.2013 14:55
30.6.2013 16:20

1hr 25min non stop 

Total price: **5 739** CZK

✓ Fill in passenger name and contact details.









✓ You can also request special meal if applicable.

✓ Do not fill in OK PLUS Corporate number, this information is automatically transferred from your profile.

Czech Airlines B2B – Passenger and payment

Form of payment

VISA MASTERCARD AMEX DINERS Bank transfer EPLATBY PAYSEC Payment in cash

Credit card detail

* Name of credit card holder

* Credit card number

No spaces or hyphens permitted!

Credit card security code (CVV)

Billing address

* Firstname and Surname

Company

* Address

* City

* Postal Code


* Country

* Expiry date
 /

FAKE / TESTOVACI

000P 8C42 PES1 0000

ISSUED BY YOUR BANK

 **Reservation details**


Prague, Czech Republic (PRG)
Brussels, Belgium (BRU)

Type of trip: RoundTrip

Passengers: 1x Adult


Departure

27.6.2013 07:00
27.6.2013 08:25

1hr 25min non stop 

Return

30.6.2013 14:55
30.6.2013 16:20

1hr 25min non stop 

Total price: 5 739 CZK

☒ Select preferred payment option and fill in required details.

☒ Click on „Confirm“ button.

Important

Before you confirm, please check that the data you have entered is correct and complete.

If the payment method you have chosen supports the 3D Secure technology, you will be automatically redirected to a website of your payment card issuer for authentication verification (the page will open in a new window). There, you must enter the information required to complete the payment, and then you will be automatically returned to the secure Czech Airlines website, where you can complete your booking.

If you are not sure how to complete this part correctly, please contact your bank.

If the payment method you have chosen does not support the 3D Secure technology, you will purchase the ticket by confirming the data and the amount will be debited from your account.

Detailed information about the flight you have booked, including your booking code and current payment status, will be displayed on the last booking page. We recommend that you print that page for future reference.

If the next page does not display after you click "Accept", please contact our [Call centre](#) immediately.

[Start over](#)

[Previous page](#)

[Confirm](#)

Czech Airlines B2B – Summary

- You will get to summary page once payment processed.
- Email confirmation is send automatically containing booking reference number and date of payment (in case of cash and bank transfer payment option).

Czech Airlines B2B – Need help?

- For changes or refunds of tickets issued through B2B tool kindly contact our call-centre on **+420 239 007 508**.
- In case of any technical issues or questions, you can contact us on **B2B@czechairlines.com**.

Thank you for your attention!

